

## **Personal Services Contracts Training Schedule**

**Level I** is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's administrative procedures, flow charts of the contract review process, and the basics for determining independent contractor status. The course lasts approximately 8 hours.

All **Level I** classes will be held at the Centennial Building, 1313 Sherman St., in Room 220 - Denver

Start time 8:30 a.m. End time 4:30 p.m.

Wednesday, February 23, 2005

Wednesday, May 18, 2005

**Level II** is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of applicable statutes and Director's administrative procedures. The course lasts approximately 6 hours.

All **Level II** classes will be held at the Centennial Building, 1313 Sherman St. - Denver

Start time: 9:00 a.m. End time: 3:00 p.m.

Wednesday, January 26, 2005 - Room 318

Wednesday, March 30, 2005 - Room 220

Wednesday, June 8, 2005 - Room 220

Both levels of training are required for HR professionals seeking PCP certification.

Please contact Judi Karg at [judi.karg@state.co.us](mailto:judi.karg@state.co.us) or (303) 866-2391 to reserve a space. Seats are limited and will be reserved on a first come, first served basis.

Updated April 21, 2005